

DR. HILLA LIMANN TECHNICAL UNIVERSITY



JOB VACANCIES

Dr. Hilla Limann Technical University is a public tertiary education institution established by the Technical Universities Act, 2016 (Act 922), as amended.

In line with the Act, Dr. Hilla Limann Technical University – Wa, provides tertiary education in the fields of Engineering, Manufacturing, Science and Technology, Technical/Vocational Education and Training (TVET), Applied Arts and Commerce. The University further provides opportunities for skills development, applied research and publication of research findings.

The Governing Council of the University invites applications from suitably qualified Ghanaians who are goal-oriented and results-driven with proven leadership qualities for appointments into the underlisted positions:

JOB TITLE : REGISTRAR

The Registrar is the head of the Registry of the University. He/She shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialization. He/She shall assist the Vice Chancellor in the administration of the University. He/She is the Secretary to the Governing Council as well as all Statutory Committees; and any other functions provided for in the Harmonized Statutes. The Registrar shall be responsible to the Vice Chancellor in the discharge of administrative duties.

The Position/Job Description

The Registrar shall

- a. be in charge of all administrative, secretarial and human resource management functions of the University which include but is not limited to the following:
 - human resource development and management;
 - keeping and maintaining the inventory of the University's assets;
 - management and development of the University's assets;
 - administration and organization of admissions;
 - organization of examinations and publication of results;
 - organization of all official ceremonies including matriculation, congregation and convocation.
- b. be Secretary to the Council, Academic Board and all other Statutory Committees of the University

- c. be the Chief Operating Officer of the University, and shall be responsible for the day-to-day operations of the University under the Vice Chancellor, and in accordance with the policy directives of the Council
- d. keep custody of the University Seal and affix same to all documents of the Academic Board
- e. keep custody of all legal documents of the University
- f. provide leadership to all Directorates, Departments, Sections and Units under the Registry
- g. perform any other functions that the Vice Chancellor and the Governing Council may assign to him/her from time to time

Terms of Appointment

- a. The Registrar shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application, for another term of four (4) years only.
- b. The terms and conditions of the appointment shall be determined by the Governing Council of the University, consistent with the Technical Universities Act, 2016 (Act 922) as amended, the Statutes of Dr. Hilla Limann Technical University and the Harmonised Scheme of Service for Technical Universities in Ghana

Academic Background, Skills and Experience in Educational Administration

Applicant to the position must

- a. Have served as a Deputy Registrar or comparable grade in a University or analogous institution of comparable standards for at least a period of six (6) years
- b. Have a minimum of a Master's Degree, preferably in Administration and Management related areas
- c. Be computer literate.
- d. Have a strong intellect with excellent managerial, communication and interpersonal skills.
- e. Have a deep appreciation of the academic working environment of Dr. Hilla Limann Technical University.
- f. Be principled with strong and proven sense of public morality and integrity.
- g. Have understanding of the tertiary education environment, particularly local higher education policies and practices.
- h. Have considerable experience in dealing with a wide variety of internal and external publics of the University.
- i. Have proven emotional stability.
- j. The eligible candidate should be able to complete a Four (4) year term of office before attaining age Sixty (60).

How to Apply

- a. The applicant should submit an application letter and a statement of not more than 4 pages (Time New Roman, font size 12 and 1.5 line spacing) outlining his/her vision for the University and strategies for implementation

- b. The applicant should attach CV including names and addresses of 3 referees who can attest to the qualities of the applicant
- c. All applications should be addressed to the Chairperson of the Search Committee
- d. Applications must be hand-delivered in a sealed envelope or by a courier, to the Registry of the University and signed for, and also be submitted using email to the address below:

**The Chairman,
Search Committee for Registrar
C/o Office of the Director, Human Resource
Dr. Hilla Limann Technical University
P.O. Box 553
Wa**

Email: searchcommittee@dhltu.edu.gh

Send Copy to: jfobil@ug.edu.gh

Deadline for submission: 10th December, 2025

JOB TITLE : DIRECTOR OF INTERNAL AUDIT

The Director of Internal Audit is a high level independent corporate executive with overall responsibility for the Internal Audit. He/she must be fully conversant with the risks, goals, policies, and processes of the University.

The Director of Internal Audit administratively reports to the Vice Chancellor. He / She shall submit internal audit reports to the Audit Committee of the University through the Vice Chancellor and copied to the Director-General of the Internal Audit Agency and the Auditor General.

In general, the Internal Auditor shall provide an independent, objective assurance and consulting services designed to add value and improve the University's operations. He/She shall help the University accomplish its objectives by bringing a systematic disciplined approach to evaluating and improving risk management, control, and governance processes.

The Position/Job Description

The Director of Internal Audit shall be responsible for:

- a. determining the reliability and adequacy of accounting,
- b. the financial and operational controls in the University;
- c. evaluating the procedures of the University to determine whether results are consistent with stated objectives and goals;
- d. monitoring reports and ensuring compliance with the relevant laws and regulations as well as established policies, plans and procedures;
- e. appraising the quality of performance of those carrying out assigned responsibilities;
- f. assessing the extent to which assets are accounted for and safeguarded against losses;
- g. ensuring that reliable records form the basis for the preparation of appropriate financial and other data provided for decision-making;
- h. drawing the Vice Chancellor's attention to deficiencies in the system, instances of duplicated functions, waste or other inefficiencies with recommendations for remedies where necessary;
- i. carrying out special reviews of accounting and internal control systems with the view to minimising weaknesses.
- j. performing any other functions that the Vice Chancellor and the Governing Council assign to him/her from time to time.

Terms of Appointment

- a. The Director of Internal Audit shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application, for another term of four (4) years only.
- b. The terms and conditions of the appointment shall be determined by the Governing Council consistent with the Technical Universities Act, 2016 (Act 922) as amended, the Statutes of Dr. Hilla Limann Technical University and the Harmonised Scheme of Service for Technical Universities in Ghana

Qualifications and Experience

- a. Applicant must be a Chartered Accountant and hold a minimum of Masters' degree in the relevant field
- b. He/She must have served as a Deputy Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years
- c. Applicant must be computer literate and be conversant with accounting/auditing software applications
- d. In addition, applicant must:
 - be analytical, critical, result-oriented, innovative and visionary;
 - possess hands-on ability to work independently;
 - possess excellent communication, interpersonal and supervisory skills;
 - be a good team player
 - possess strong IT skills and be familiar with current accounting/auditing software

- be able to work under pressure to meet deadlines; and
- possess proactive business and commercial flair.

How to Apply

- Applicant should submit an application letter and a statement of not more than 4 pages (Time New Roman, font size 12 and 1.5 line spacing) outlining his/her vision for the Internal Audit Directorate of the University and strategies for implementation
- Applicant must show clear evidence of ability to hold schedule(s) without supervision.
- Applicant should attach CV including names and addresses of three (3) referees who can attest to the qualities of the applicant
- All applications should be addressed to the Chairperson of the Search Committee
- Applications must be hand-delivered in a sealed envelope or by a courier, to the Registry of the University and signed for, and also be submitted using email to the address below:

**The Chairman,
Search Committee for Director of Internal Audit
C/o Office of the Director, Human Resource
Dr. Hilla Limann Technical University
P.O. Box 553
Wa**

Email: searchcommittee@dhltu.edu.gh

Send Copy to: jfobil@ug.edu.gh

Deadline for submission: 10th December, 2025

JOB TITLE : UNIVERSITY LIBRARIAN

The University Librarian shall be responsible to the Vice Chancellor in the management of the Library Department. He/She shall provide leadership in advancing the University's teaching, research and innovation mission through a clear vision of the library's role, comprehensive strategic planning, incorporating emerging technology, sound fiscal management and engagement of all members of the University community.

The University Librarian shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialization.

The Position/Job Description

The Librarian is the head of the University Library and shall be responsible for:

- a. Drawing up and monitoring the implementation of University Library Strategic Plan;
- b. Directing and coordinating the components of the library i.e. staff, services, collections and external relations;
- c. Establishing and maintaining procedures, policies and systems that make for efficient library operation;
- d. Planning, organizing, coordinating and measuring the work activities of all library personnel;
- e. Representing the library in Administration and Committees of the University;
- f. Collaboration with the relevant and appropriate institutional libraries and organizations within and outside the country in order to keep up with development trends and attain exposure to developed systems; and
- g. Performing any other duties that may be assigned from time to time by the Vice Chancellor

Terms of Appointment:

- a. The Librarian shall hold office for an initial term of four (4) years.
- b. The appointment may be renewed, upon application by the Librarian, for another term of four (4) years only.
- c. The terms and conditions of the appointment shall be determined by the Governing Council of the University, consistent with the Technical Universities Act, 2016 (Act 922) as amended, the Statutes of Dr. Hilla Limann Technical University and the Harmonised Scheme of Service for Technical Universities in Ghana.

Qualification and Experience

The Librarian must

- a. possess a minimum of a research postgraduate degree in library or information science and related studies. A PhD in Library Science or Studies is preferable
- b. must have served as a Deputy Librarian in a University or comparable grade in a similar institution/organisation for at least six (6) years
- c. have a minimum of ten (15 – 20) cumulative publications
- d. be a scholar and a member of a professional body in librarianship/information science.
- e. be computer literate and conversant with library software.

How to Apply

- a. Applicant should submit an application letter and a statement of not more than 4 pages (Time New Roman, font size 12 and 1.5 line spacing) outlining his/her vision for the University Library and strategies for implementation
- b. Applicant should attach CV including names and addresses of three (3) referees who can attest to the qualities of the applicant
- c. All applications should be addressed to the Chairperson of the Search Committee

- d. Applications must be hand-delivered in a sealed envelope or by a courier, to the Registry of the University and signed for, and also be submitted using email to the address below:

**The Chairman,
Search Committee for University Librarian
C/o Office of the Director, Human Resource
Dr. Hilla Limann Technical University
P.O. Box 553
Wa**

Email: searchcommittee@dhltu.edu.gh

Send Copy to: jfobil@ug.edu.gh

Deadline for submission: 10th December, 2025

JOB TITLE : DIRECTOR OF PROCUREMENT

The Director of Procurement is the head of the Procurement Directorate of the University. He/She shall be required to show high qualities of sound judgement, initiative, resourcefulness, precision and professionalism in their area of specialization. The Director of Procurement shall be responsible to the Registrar in the management of the Procurement Directorate.

The Position/Job Description

The Director of Procurement is the head of the Procurement Directorate and shall be responsible for:

- a. Providing input for the formulation of procurement strategy.
- b. Supervising the maintenance and updating of proper database of suppliers' service providers and consultants.
- c. Assisting in monitoring contracts to ensure compliance with contract terms.
- d. Advising Management on procurement related issues.
- e. Preparing procurement plans for goods, works and services for the University.
- f. Compiling procurement requests from user departments for action.
- g. Assisting in addressing complaints from user departments and suppliers.
- h. Assisting in answering queries raised by appropriate authority on procurement activities.
- i. Assisting in implementing systems and procedures to ensure value for money in the entity procurement activities.
- j. Assisting in the process of advertising tenders.
- k. Preparing tender bids.
- l. Preparation and control of the Directorate's budget.
- m. Ensuring that proper filing system is maintained for procurement activities.
- n. Managing the assets, examples computers, files, furniture, cabinets etc. under the control of the procurement directorate, and
- o. Any other duties that may be assigned by the Registrar/Vice Chancellor.

Qualification and Experience

The Director of Procurement must:

- a. Hold a minimum of Masters' Degree in Procurement Management or related areas.
- b. Have a Professional Qualification in Procurement.
- c. Have served as a Deputy Director of Procurement of a University or comparable grade in a similar institution/organization for at least Six (6) years.
- d. Be computer literate
- e. Be abreast with relevant software applications.

How to Apply

- e. Applicant should submit an application letter and a statement of not more than 4 pages (Time New Roman, font size 12 and 1.5 line spacing) outlining his/her vision for the Procurement Directorate and strategies for implementation
- f. Applicant should attach CV including names and addresses of three (3) referees who can attest to the qualities of the applicant
- g. All applications should be addressed to the Chairperson of the Search Committee
- h. Applications must be hand-delivered in a sealed envelope or by a courier, to the Registry of the University and signed for, and also be submitted using email to the address below:

**The Chairman,
Search Committee for Director of Procurement
C/o Office of the Director, Human Resource
Dr. Hilla Limann Technical University
P.O. Box 553
Wa**

Email: searchcommittee@dhltu.edu.gh

Send Copy to: jfobil@ug.edu.gh

Deadline for submission: 10th December, 2025

JOB TITLE : HEAD OF ESTATE

The Head of Estate is the head of the Estate Unit of the University. He/She shall be required to show qualities of sound judgement, initiative, resourcefulness, precision and professionalism in the area of specialization.

The Position/Job Description

The Head of Estate is the general head of the Estate Unit and work towards the Director of Works and Physical Development and functions in tandem with the Directorate of Works and Physical Development, as provided for in the Technical Universities Act, 2016 (Act 922) and the Guiding Statutes of the University.

Qualification and Experience

The Head of Estate must:

- a. Have a minimum of Masters' Degree in the Built and Environment/Land Economy/Estate Management or relevant area of study.
- b. Have relevant professional Qualification
- c. Have served as Head of Estate in a University or comparable grade in a similar institution/organisation for at least Six (6) years.
- d. Be computer literate.

How to Apply

- i. Applicant should submit an application letter and a statement of not more than 4 pages (Time New Roman, font size 12 and 1.5 line spacing) outlining his/her vision for the Estate Unit and strategies for implementation
- j. Applicant should attach CV including names and addresses of three (3) referees who can attest to the qualities of the applicant
- k. All applications should be addressed to the Chairperson of the Search Committee
- l. Applications must be hand-delivered in a sealed envelope or by a courier, to the Registry of the University and signed for, and also be submitted using email to the address below:

**The Chairman,
Search Committee for Head of Estate
C/o Office of the Director, Human Resource
Dr. Hilla Limann Technical University
P.O. Box 553
Wa**

Email: searchcommittee@dhltu.edu.gh

Send Copy to: jfobil@ug.edu.gh

Deadline for submission: 10th December, 2025